AY04 INTERNATIONAL FELLOWS
INFORMATION TECHNOLOGY NEEDS SURVEY

1. The purpose of this information paper and survey is:

    A. to assess your level of computer knowledge and help you prepare for the residency program at the U.S. Army War College; and

    B. provide data to refine the Automation for Executive Management Program (AEMP) to meet your needs by using the information from all International Fellows in **scheduling computer classes** and identifying resource requirements.

2. The U.S. Army War College (USAWC) has IBM-compatible Pentium Personal Computers (PC) available for student use. These computers are located in the seminar rooms, study rooms, and Computer Education Center. The standard software loaded on these machines is Windows 2000, Microsoft Office 2000 (Word 00, PowerPoint 00), Outlook 00, Internet Explorer, and Netscape Communicator.

3. Although basic computer training will be available in July and computer-based tutorials for additional computer proficiency are available throughout the academic year, <u>you are strongly encouraged to obtain training opportunities on the above software packages before arriving.</u>

4. You will be issued a new laptop/notebook soon after your arrival. This PC will have the same Microsoft software that is used at the Army War College and can be used by you at your Carlisle home to complete your writing and presentation requirements. You will also be able to use the laptop/notebook to dial-in to the War College to access e-mail and the Internet.

Please return the attached survey when you return your biographical pages to the U.S. Army War College International Fellows Office.

AY04 IF INFORMATION TECHNOLOGY NEEDS SURVEY

RANK: _____

LAST NAME: _____

FIRST NAME: _____   (Please print legibly!)

MI: _____

COUNTRY: _____

Please answer each question as completely as possible. The results will be used to place you in a group with other International Fellows having similar automation skills.

(Circle your answer.)

1. Do you own a 486/586(Pentium) IBM-compatible PC?

            Yes   No

2. Do you plan to bring this PC with you?

            Yes   No

3. Do you plan to purchase a PC after your arrival in the United States?

            Yes   No

Continue on next page.

Please answer the following questions using these sample functions as a **guide** for the skill levels.

Beginner can do basic functions such as:
Q4   use the mouse to point, click and drag;
Q5   minimize, maximize, and close windows;
      address/create/send messages.

Intermediate can do functions such as:
Q4   use File Manager or Windows Explorer to create
      directories/folders;
Q5   delete, copy or move files;
      send and receive attachments.

Advanced can do functions such as:
Q4   customize your Desktop;
Q5   install or upgrade Windows drivers;
      create folders, insert attachments, save attachments.

(Circle the number that best fits your skill level.)

4. Please rate your <u>current</u> skill level on Windows 95/98, NT, 2000, ME or XP.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

5. Please rate your <u>current</u> skill level on using the Microsoft Exchange, Microsoft Mail or Microsoft Outlook email packages.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

Continue on next page.

Beginner can do basic functions such as:
  Q6   create and save documents, enhance text, print documents,
       add endnotes and page numbers, change views;
  Q7   create slides, change layouts, enhance text, print different
       layouts.

Intermediate can do functions such as:
  Q6   add tables, insert images, and graphs;
  Q7   add clipart and objects, create organization charts and
tables.

Advanced can do functions such as:
  Q6   create Table of Contents, do merges, and create forms and
       templates;
  Q7   branch to other presentations or applications, add sound and
       video clips.

(Circle the number that best fits your skill level.)

6. Please rate your <u>current</u> skill level on Microsoft Word 95, 97 or 2000.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

7. Please rate your <u>current</u> skill level on Microsoft PowerPoint 95, 97 or 2000.

Never Used	Beginner		Intermediate		Advanced
1	2	3	4	5	6

Additional comments if desired:

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY!

*Please return this survey with your biographical pages
to the U.S. Army War College International Fellows Office.*